



POSITION TITLE:	Internal Auditor	GRADE LEVEL:	P-4
		DUTY STATION:	To be assigned (Rome, Accra, or Bangkok) – multiple posts
ORGANIZATIONAL UNIT:	Office of the Inspector General, OIG	DURATION *:	Fixed Term: 2 years
		POST CODE/N ^o :	Unidentified
		CCOG CODE:	1.A.21

**Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged
Persons with disabilities are equally encouraged to apply
All applications will be treated with the strictest confidence**

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Inspector-General, OIG and the supervision of a Senior Auditor, the incumbent contributes to the improvement of risk management, control, and governance processes in FAO using a systematic and disciplined approach to ensure that internal audit activities comply with the provisions of the Charter of the Office of the Inspector General and with all relevant professional standards. In particular, the incumbent will:

- plan and contribute to the preparation of annual work plans (including risk analysis), and ensure comprehensive and quality audit programmes are prepared;
 - assess the adequacy and effectiveness of the Organization's internal controls, accounting and management systems by performing efficiency, economy and value for money audits in regional and country offices and in specific audit focus areas at headquarters to ensure resources are utilized in accordance with plans and budgets, in conformity with donor requirements and in the most advantageous terms for the Organization;
 - discuss audit findings with senior management, prepare clear concise draft reports that summarize the results of related audits, inspections and special reviews;
 - make recommendations for improved management controls and practices, cost reductions and enhanced efficiency and effectiveness of operations;
 - provide on-the-job supervision and training to other staff;
 - prepare electronic working papers utilizing Teammate that support the audit finding and recommendations developed from the review;
 - ensure audits are conducted in accordance with the Institute of Internal Auditor's (IIA) International Standards for the Professional Practice of Internal Auditing (Red Book);
 - undertake special studies and reviews;
 - provide advice to Headquarters, regional, sub-regional and country management as appropriate;
 - perform other related duties as required.
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MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced university degree in business or public administration, accounting, economics, or in other related fields, or certification from an internationally recognized auditing and accountancy body such as the Institutes of Certified Public Accountants, Association of Certified Chartered Accountants, Chartered Accountants, Certified Internal Auditor, or equivalent in other national systems
- Seven years of relevant experience in auditing in a wide variety of commercial enterprises, national government or international organizations which use modern auditing techniques
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian, Spanish

SELECTION CRITERIA

Candidates will be assessed against the following:

- Relevance and quality of experience in auditing (financial, performance, operational, IT etc.)
 - Relevance of education and professional training and certifications in auditing and accounting
 - Excellent communication skills both oral and written with proficiency in drafting and preparing audit work papers and reports in English;
 - Capacity to evaluate major programmes and activities in the field of work of FAO and extent of experience in an international environment, especially in a developing country
 - Extent of experience in using specialized audit software (AutoAudit/TeamMate etc)
 - Extent of knowledge in risk assessment and in preparing a risk-based audit programme
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Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.

* **The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments**

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

To apply: visit the iRecruitment website at

<http://www.fao.org/employment/irecruitment-access/en/>

and complete the on-line application

In order for your application to be properly evaluated, please ensure that all sections of the on-line application are completed.

Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

FAO IS A NON-SMOKING ENVIRONMENT